



# **STUDENT FINANCIAL ASSISTANCE CONFIGURATION MANAGEMENT SUBGROUP CHARTER**

## **1.0 Purpose and Scope**

The purpose of the Student Financial Assistance (SFA) Configuration Management (CM) Subgroup is to manage the creation of the Enterprise-Level Configuration Management Group and the Enterprise Level Change Control Group. Once these two structures are in operation the purpose of the SFA CM Subgroup is complete (see the exit criteria). The CM Subgroup will reconvene as needed if CM issues emanate.

The scope of the CM Subgroup is to:

- Ensure that configuration management, process development, management and continuous improvement of CM activities become an integral part of the system acquisition, development, deployment, and support activities across SFA.
- Ensure that an organization exists to provide technical advice and support to the project teams related to the configuration management activities.
- Act as the primary implementation entity of the SFA Process Improvement Program to establish the primary CM organizations for configuration management concepts and objectives.

## **2.0 SFA CM Subgroup Responsibility**

The SFA CM has the responsibility to:

- Develop processes for CM within SFA;
- Develop procedures for CM within SFA;
- Develop templates and job-aids for CM within SFA;
- Enable CM leads to develop CM plans in consistent repeatable way.

## **3.0 SFA CM Executive Sponsor**

The SFA Chief Information Officer sponsors the CMM Software Process Improvement Program. The Executive Sponsor of the SAPG is the Deputy CIO of E-Commerce Application Development (eCAD). The SAPG directly sponsors the CM Subgroup.

#### **4.0 SFA CM Subgroup Membership**

The SFA CM Subgroup core membership consists of the Lead, the Secretariat, the Librarian and a representative from the IT Services. Expert Members from other organizations within SFA are also invited to attend. Members participate in SFA CM Subgroup activities and meetings.

Members are:

- ❑ CM Lead
- ❑ Modernization Partner Lead
- ❑ Acquisition Lead
- ❑ Quality Assurance Manager
- ❑ CMM Project Manager
- ❑ Organizational Development Lead
- ❑ Communication Lead
- ❑ Training Lead
- ❑ Resource Librarian
- ❑ Change Control Group Facilitator
- ❑ IT Service Lead
- ❑ Stakeholder Liaison
- ❑ Secretariat

#### **5.0 SFA CM Subgroup Principal Products**

The SFA CM Subgroup is a transformation agent. The major products are:

- Cm Policy
- CM Plan Template
- CM Process Guide
- Enterprise Change Control Group Charter
- Enterprise CM Plan
- CM Awareness Presentation
- CM Deployment report on pilot projects
- Training and mentoring in support of CM projects
- Research and documentation in support of the CM Subgroup decisions

#### **6.0 CM Conduct of Operations**

The CM Subgroup makes timely decisions via consensus. If the CM Subgroup is unable to reach a consensus, the CM leader will refer the issue to the Enterprise CM Group.

#### **7.0 Deliverable Deployment Report**

In addition to documenting processes to make the Enterprise CM and CCG functions deployment ready, two pilots (the Enterprise Architecture Integration project (EAI) and the eCampus Based Services project (CBS) will be deployed using CM/CCG processes. Status and reporting to track the approach, activities and lessons learned, of each Pilot project will be documented in the CM Deployment Report.

## **8.0 SFA CM Subgroup Exit Criteria**

The SFA CM Subgroup is a temporary subgroup designed to assist SAPG in the creation of two key CM organizations, which in turn ensure the creation of similar organizations at the project level. The exit criteria are:

- Establish the Enterprise-Level CCG.
- Establish the Enterprise-Level Configuration Management Group.
- Recommend core members of the Enterprise-Level CCG and the Enterprise-Level Configuration Management Group.
- Insure that the appropriate responsibilities, memberships, processes, conduct of operations, and principal products are created in the successor groups.

**Authorization Page**

This charter was reviewed and approved by:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Director, Acquisitions and Contract Performance

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Deputy CIO E-Commerce Application Development

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Modernization Partner Executive